



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana Arts Commission		BU: 00705
Division:	Section/District:	
Job Title: Summer Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Paige Sharp, Director of Programs		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : FY2015

Purpose of Position/Summary:

Supports the IAC Programs department, specifically developing the 2015/16 new and revised grants and researching new online grant systems.

Essential Duties/Responsibilities:

- Work with Program staff, Grants Manager, and IAC Regional Arts Partners to research system needs and find and present potential grants systems that will interface with current IAC grant programs.
- In conjunction with the Director of Programs and program staff, revise and develop grant applications and guidelines as needed for FY2015 and 2016.
- Coordinate and update grantee information online.
- Assists with duties related to the IAC's online grants communications systems and social media outlets.
- Maintains organization of general office file cabinets, storage cabinets, and storage closet.

Job Requirements:

- Extensive experience with Microsoft Word, PowerPoint and Excel.
- Ability to use creative & unique approaches to new or unusual situations that impact the entire agency.
- Experience in arts administration, meeting and event planning, interpersonal relationships, multi-task organization, office management, technology, communications, customer service.
- Organization of multiple projects with competing deadlines, requiring multitasking and prioritizing.
- Understanding of nonprofit administration techniques.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Moderate.

Responsibility:

- Utilizes various software packages to prepare high quality reports and documents as needed.
- Responsible for planning and implementation of program objectives.
- Work is reviewed for compliance with agency policy and soundness of judgment.
- Works with integrity, honest, and knowledge that promotes agency culture, values and mission.
- Works in a positive, collaborative and team manner with all agency staff.

Personal Work Relationships:

- Works in partnership with staff members, external organizations, other state agencies and elected or appointed public officials and their staff, including Commissioners and members of the legislature.

Physical Effort:

No more than 50 pounds of lifting required.

Working Conditions:

Office.